VIRGINIA INFORMATION TECHNOLOGIES AGENCY

Commonwealth Certified Information Security Officer

Becoming Certified and Continuing Education Requirements

**Commonwealth Security & Risk Management
For Annual Certification Maintenance**

Steps to obtain COV ISO Certification for those who

already have a Professional Security Certification

I.   *Possession of recognized professional IT Security Certification:*
      Certified Ethical Hacker (CEH)
      Certified Information Systems Auditor (CISA)
      Certified Information Systems Manager (CISM)
      Certified Information Systems Security Professional (CISSP)
      Computer Security Incident Handler (CSIH)
      CRISC Certified Risk Information Control
      GIAC Certified Incident Handler (GCIH)
      GIAC Certified Intrusion Analyst (GCIA)
      GIAC Security Essentials (GSEC)
      GIAC Security Leadership (GSLC)
      Information System Security Architecture Professional (ISSAP)
      Information Systems Security Engineering Professional (ISSEP)
      NSA - IAM (INFOSEC Assessment Methodology)
      NSA - IEM (INFOSEC Evaluation Methodology)
      Security Certified Network Architect (SCNA)
      Security Certified Network Professional (SCNP)
      Security+
      Systems Security Certified Professional (SSCP)
      Others (please contact Commonwealth Security)

II.   *VITA Training:*
      Attend Information Security Orientation training every two years.
      Registration link: http://vita2.virginia.gov/registration/Session.cfm?MeetingID=10

III. *Additional Training:*
      Successful completion of at least one course in the COV Learning Center (COVLC) "ISO Academy" in the current calendar year or have completed an Information Security course or have attended an IS conference or session.

IV.   *ISOAG attendance:*
      Attend the mandatory October ISOAG meeting

V.   *Annual Continuing Education (only required after COV ISO Certification has been obtained):*

      Maintain compliance with the continuing educational requirements of the professional IT security certification body.

Steps to obtain COV ISO Certification for those
who do not have a Professional Security Certification

I.   *VITA Training:*
       Attend Information Security Orientation training every two years

II.   *Additional Training:*
       Successful completion of at least three courses in the COVLC "ISO Academy" in the current calendar year or have completed an Information security course(s) or have attended an IS conference(s) or session(s) that total at least three hours in length.

III.   *ISOAG attendance*
       Attend the mandatory October ISOAG meeting

IV.   *Annual Continuing Education (only required after COV ISO Certification has been obtained)*

       Obtain an additional 20 hours of training in IT Security related topics annually. (ISOAG meetings may count for up to three hours per attendance!)

Maintaining the Commonwealth of Virginia ISO Certification

In order to maintain your status as a Commonwealth Certified ISO in each year after you have initially received the certification, you need to meet four basic conditions:

1. **Agree to the Commonwealth IT Security Code of Ethics**

2. **Attend any mandatory ISOAG meetings each year**

3. **Attend IS Orientation once every two years**

4. **Obtain 20 hours of continuing education credit per year**

1. **Commonwealth IT Security Code of Ethics**

- Perform all professional activities and duties in accordance with all applicable laws, commonwealth regulations and the highest ethical principles

- Promote current and generally accepted information security best practices and standards

- Maintain appropriate confidentiality of sensitive information encountered in the course of professional activities

- Discharge professional responsibilities with diligence and honesty

- Refrain from any activities which might constitute, or give the appearance of, a conflict of interest or otherwise damage the reputation of the agency or the COV

2. **Mandatory ISO Meeting**

- We will have a mandatory meeting of all ISOs in October.

- We encourage all primary ISOs to attend this meeting in person.

- If you are a primary ISO, and cannot attend, you may designate the backup ISO to attend in your place.

3. **Attend IS Orientation at least once every two years**

- All *primary ISOs are required* to attend this two-hour session at least once every two years. The requirement to attend cannot be delegated to a backup ISO or other person unless approved by the CISO. However, backup ISO's and other interested persons are encouraged to attend.

- We are continually changing and evolving the content provided in the IS Orientation session. Some sessions will be offered that will look closer at specific ISO learning areas: Use of the Enterprise Governance, Risk & Compliance Program (eGRC), Risk Assessments, Policies, Control Implementation, Security Plans, etc.

- Schedule of orientation sessions and registration link:

- http://vita2.virginia.gov/registration/Session.cfm?MeetingID=10

4. **Meet Continuing Education Requirements**

- In order to maintain the COV ISO Certification, ISOs must commit to furthering their education.

- The goal is to ensure that all ISOs are maintaining a minimal level of current knowledge and proficiency in the field of Information Security.

- The continuing education requirement will be 20 hours. Each hour of conditioning education is known as a CPE (continuing professional education) credit. CPE can be obtained in a number of ways.

- If you already have a nationally recognized IT security certification, then any continuing education that is required by that certifying authority will also be honored by the COV Certification program.

- You *do not* need to obtain an additional 20 CPE hours above and beyond what you are already reporting for continuing education for any other nationally recognized IT security certifications. In other words, the 20 hours that you acquire for your CISSP, CISM, GIAC or other recognized certification can also be applied to your COV ISO Certification.

- **How to obtain continuing education credits**

  - Take additional IT security courses in the COVLC ISO Academy (1 course=1 hr)

  - Attend training courses or seminars related to IT Security

  - Attend IT security conferences

  - Attend ISOAG Meetings

  - Attend chapter meetings of a recognized IT security organization

  - Take IT security related academic courses at a higher ed institution

  - Complete IT Security related webcasts, podcasts or other computer based training

  - Read IT security related books or articles (50 pages = 1 hour) (limit of 10 hrs/year)

  - Publish an IT Security related book or article

  - Attend vendor sales/marketing presentations (limit of 5 hrs/year)

  - Teach or present on an IT security related topic

  - Serve or volunteer for committee work on the **COV Security Council**

- **Calculating Continuing Education Credit Hours**

    - In general, one continuing education hour will be earned for 50 minutes of active participation in the activity (excluding breaks).

    - Divide the total # of minutes in the activity less time for breaks by 50 rounded to the nearest 15 minute increment.

    - For example:

Activity	# hours	# of minutes
Attend an IT security seminar: 9 am to 5 pm	8.0	480
LESS: two fifteen minute breaks	0.5	30
LESS: one hour for lunch	1.0	60
TOTAL: of qualifying activity	6.5	390
390 minutes / 50 =	7.8	
Round to nearest 15 minute increment	**7.75 hours**	**Of credit earned**

- **Reporting Continuing Education to CSRM**

    When you have completed *all 20 hours* of required continuing education activities, send an email to commonwealthsecurity@vita.virginia.gov indicating that you have completed. We do not need notification for each time you complete a specific or individual activity.

- **Maintaining Continuing Education Records**

    - Maintain for your own records, any documentation that indicates you have completed the activity. Include in your documentation, the name of the activity, the date, time, and hours claimed. You should also keep for your records, any certificates of completion, receipts, program outlines, agendas, brochures, handouts, etc. for any activity that you complete.

    - You should maintain your own records of your participation in the activity for three years.

    - You *do not* need to send any of this documentation to CSRM, but it is possible, in some cases, that we, or an auditor may ask or need to see it, so please maintain a personal file of this information.

Congratulations again and please contact CSRM at commonwealthsecurity@vita.virginia.gov if you have any questions on the certification requirements. Please note that these program requirements may change as we learn what works best for you.